

DATE: 6/30/2003

INVITATION TO BID  
THIS IS NOT AN ORDER  
JEFFERSON PARISH

Page 1

BID NO.: 50-00066341

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

SEALED BID

VENDOR:

BUYER: R. Poole

BIDS WILL BE RECEIVED IN PURCHASING DIV., ROOM 916, NEW COURTHOUSE BLDG., 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 1:45 PM, 7/29/2003 AND THEN PUBLICLY OPENED 2:00 P.M., NEW COURTHOUSE BLDG., 2ND FLOOR, COURTROOM B. LATE BIDS WILL NOT BE ACCEPTED.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES DISQUALIFY BID.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

JEFFERSON PARISH reserves the right to reject any and all bids in whole or in part and to waive any and all formalities in the best interest of JEFFERSON PARISH, pursuant to the law.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds \$15,000.00 and bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or, other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

PRICES: All prices shall be quoted in the unit of measure specified, and unless otherwise specified, shall be exclusive of State and Parish taxes. As per LSA-RS 47:301 et seq., all governmental bodies are excluded from the payment of sales taxes to any Louisiana taxing body. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Division.

CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

Visit our web site at [WWW.JEFFPARISH.NET/BIDS](http://WWW.JEFFPARISH.NET/BIDS)

FORM JAJPB1 06/01 JDA

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until \_\_\_\_\_

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations.

New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

**RESPONSE TO INVITATION:** If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from all future bids.

**POSTING OF BIDS:** Bids will be posted on bulletin board outside of Room 916, New Courthouse Building, Gretna, LA for a period of Five (5) working days after opening date. Advertised bids will be tabulated and a copy thereof forwarded to each responsive bidder.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 95466, dated January 23, 2002. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, 4th floor, New Courthouse Building, 200 Derbigny St., Gretna, LA, 70053.

**THE FOLLOWING ADDITIONAL INSTRUCTIONS APPLY TO THIS BID ONLY**

1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 15

PRE-BID CONFERENCE TO BE HELD AT: Multiple pre bids beginning @ Jefferson  
Plygrd 4100 South Dr, Jeff, LA 9:00 a.m  
ON 7/21/2003

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. The pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification (with no additional cost to the owner).
2. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project.
3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.
4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

5. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
6. All awards in excess of \$5,000.00 for the construction, alteration, or repair of any public works will be reduced to a formal contract which shall be recorded at the contractor's expense. A price list of recordation costs may be obtained from the Clerk of Court and Ex-officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 reduced to formal contract will require a performance bond.
7. A performance bond will be required in the amount as indicated in the specifications. Bidders must submit proof of currently having a bonding agency.
8. Please indicate if you have insurance: YES \_\_\_\_\_ NO \_\_\_\_\_  
Successful bidder will be required to furnish proof of insurance to this office.  
Successful bidder will be required to furnish Federal I.D. Number.
9. Minimum insurance requirements for this bid are as indicated on the attached sheet .
10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.
11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)
12. This is a requirements contract to be provided on an as needed basis.

13. Indicate if price will hold firm for \_\_\_\_\_ year(s) from date of contract or blanket purchase order:  
YES \_\_\_\_\_ NO \_\_\_\_\_

If price is not firm, escalation must be clearly defined below as to maximum % increase anticipated and if bid is accepted, any increase thereafter must be supported in writing to the JEFFERSON PARISH Purchasing Department.

QUOTED PRICE WILL REMAIN FIRM UNTIL DATE: \_\_\_\_\_

WITH MAXIMUM ESCALATION PERCENTAGE OF: \_\_\_\_\_

FROM DATE OF: \_\_\_\_\_ TO DATE OF: \_\_\_\_\_

but in no event to exceed the change in the United States Bureau of Labor Statistics Consumer Price Index and/or Wholesale Price Index during the contract period. See LSA-R.S. 38:2212 A (2).

In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

14. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.
15. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

DATE: 6/30/2003

BID NO.: 50-00066341

Page 4

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)

FIRM NAME:

SIGNATURE:

TITLE:

(\*\*Must be signed here\*\*)

PRINT OR TYPE NAME:

ADDRESS:

CITY, STATE:

ZIP:

TELEPHONE: ( )

FAX: ( )

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

LABEL ENCLOSED: KINDLY AFFIX SPECIAL LABEL PROVIDED HEREIN TO ENVELOPE  
IN WHICH YOUR BID IS SUBMITTED FOR PROPER IDENTIFICATION.

BID NO.: 50-00066341

SEALED BID

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1	JB	<p>***** PRE BID CONFERENCE *****</p> <p>THIS BID COVERS THREE DIFFERENT PLAYGROUNDS THEREFORE THERE ARE MULTIPLE PRE BID CONFERENCES INVOLVED. ALL PRE BIDS ARE SCHEDULED FOR THE SAME DATE. WE WILL START AT THE FIRST SITE AND MOVE ON TO THE OTHER TWO SITES. THE ORDER IS AS FOLLOWS:</p> <p>DATE: JULY 21, 2003 TIME: 9:00 A.M. FIRST LOCATION: JEFFERSON PLAYGROUND 4100 SOUTH DRIVE JEFFERSON, LA 70121</p> <p>SECOND LOCATION: LEMON PLAYGROUND 1307 S. CAUSEWAY BLVD JEFFERSON, LA</p> <p>THIRD LOCATION: GIRARD PLAYGROUND 5300 IRVING STREET METAIRIE, LA 70003</p> <p>01 Labor and Material - A/C-Heat Units</p> <p>Location: Girard Playground 5300 Irving St. Metairie, LA 70003</p> <p>GENERAL CONDITIONS:</p> <p>Bid to include all equipment, materials, labor, and all necessary permits, licenses, and inspection fees.</p> <p>A formal contract will be required for this work, and payments will be on a partial basis as work is completed.</p> <p>A 10% retainage will be deducted from each payment and paid upon presentation of a Clear Lien and Privilege Certificate.</p> <p>Protect all existing work from damage. It is intended that any existing work in place shall be repaired to original condition if damaged by work of this for this work, and payments will be on a partial basis as work is completed.</p> <p>A 10% retainage will be deducted from each payment and paid upon presentation</p>		

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>of a Clear Lien and Privilege Certificate.</p> <p>Protect all existing work from damage. It is intended that any existing work in place shall be repaired to original condition if damaged by work of this Contractor. The Contractor agrees to execute within 12 days from notice, a Contract for the work for the above stated amount, and at the same time to furnish and deliver to the Owner a Performance Bond and a Payment Bond, each in the amount equal to 100% of the contract sum.</p> <p><b>LIQUIDATED DAMAGES:</b> The undersigned is aware that the Owner will sustain actual damages in the event of delay in the completion of the work, that time is of the essence, and therefore, further agrees that he, the Contractor, his sureties, shall be liable for, and shall pay to the Owner the sum of one hundred twenty-five dollars (\$125.00) per calendar day applicable to all work hereby stipulated as fixed. hereby stipulated as fixed, agreed, and liquidated damages for each calendar day of delay until the work is completed and accepted by the Owner.</p> <p><b>FAMILIARITY WITH LAWS AND ORDINANCES</b> Bidders are responsible for familiarizing themselves with, and shall comply with all applicable Federal and State laws, municipal ordinances, resolutions, and the rules and regulations of all authorities having jurisdiction over construction of the project, which may directly or indirectly affect the work or its prosecution.</p> <p>The laws, ordinances and/or building codes will be deemed to be included in contract the same as though herein written out in full.</p> <p><b>CLEANING:</b> Execute cleaning during progress of work and at the completion of the work</p> <p>The Contractor shall promptly remove from the job site all debris, surplus, and waste materials, empty crates, and cartons resulting from work.</p> <p>The Contractor shall remove all oil, grease, or other stains resulting from his work performed in the building or the exterior thereof.</p> <p><b>SCOPE OF WORK</b></p>		

BID NO.: 50-00066341

SEALED BID

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>Remove existing four ton package units on roof of:</p> <p>Girard Playground 5300 Irving St. Metairie, LA 70003</p> <p>Room #1</p> <p>Furnish and install: 2-Trane four ton package unit with 120,000 BTU heat, fabricated roof curb adapter from Trane, fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p> <p>NOTE: The playground personnel do not have the authority to make any changes or decisions concerning the units or work.</p> <p>If problems arise contact:</p> <p>Henry Wiggins at 736-6999 ext. 129 Scott Muhoberac at 736-6999 ext. 106 Between 7:00 AM and 2:00 PM.</p> <p>Room #2</p> <p>Furnish and install: 2-Trane four ton package unit with 120,000 BTU heat, fabricated roof curb adapter from Trane, fresh air duct, fire stat and smoke dectector</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local</p>		

BID NO.: 50-00066341

SEALED BID

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
2	1	JB	<p>codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p> <p>Room #3</p> <p>Furnish and install: 1-Trane four ton package unit with 60,000 BTU heat, fabricated roof curb adapter from Trane, fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any dmaage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p>		
			<p>02 Labor and Material - A/C-Heat Units</p> <p>Location: Jefferson Playground 4100 South Dr. Jefferson, LA 70121</p> <p>This project is part of the overall job. All contract instructions, etc.</p>		



ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
3	1	JB	<p>mentioned in Item 01 are applicable to this section.</p> <p>SCOPE OF WORK</p> <p>Remove existing four ton package units on roof of:</p> <p>Jefferson Playground 4100 South Drive Jefferson, LA 70121</p> <p>Room #4</p> <p>Furnish and install: 2-Trane four ton package unit with 120,000 BTU heat, fabricated roof curb adapter from YORK, fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p> <p>NOTE: The playground personnel do not have the authority to make any changes or decisions concerning the units or work.</p> <p>If problems arise contact:  Henry Wiggins at 736-6999 ext. 129 Scott Muhoberac at 736-6999 ext. 106 Between 7:00 AM and 2:00 PM.</p> <p>03 Labor and Material - A/C-Heat Units</p> <p>Location: Lemon Playground 1307 S. Causeway Blvd. Jefferson, LA 70121</p>		

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>This project is part of the overall job. All contract instructions, etc. mentioned in Item 01 are applicable to this section.</p> <p>SCOPE OF WORK</p> <p>Remove existing four ton package units on roof of:</p> <p>Lemon Playground 1307 S. Causeway Blvd. Jefferson, LA 70121</p> <p>Room #2</p> <p>Furnish and install: 2-Trane four ton package unit with 120,000 BTU heat, fabricated roof curb adapter from fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired. All debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p> <p>Note: The playground personnel do not have the authority to make any changes or decisions concerning the units of work.</p> <p>If problems arise contact:</p> <p>Henry Wiggins at 736-6999 ext. 129 or Scott Muhoberac at 736-6999 ext. 106 Between 7:00 AM and 2:00 PM.</p> <p>Room #3</p> <p>Furnish and install: 1-Trane four ton package unit with 120,000 BTU heat, fabricated room curb</p>		

BID NO.: 50-00066341

SEALED BID

ITEM NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>adapter from Trane, fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections of gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compressor, 10 years on heat exchanger and any other implied warranties.</p> <p>Room #1</p> <p>Furnish and install: 2-Trane 3-1/2 ton package unit with 120,000 BTU heat, fabricated roof curb adapter from Trane, fresh air duct, fire stat and smoke detector.</p> <p>SEER: 10</p> <p>All final connections gas, electric, and drainage are to be done as per local codes.</p> <p>All inspections, permits, or bonds are to be included and followed up on.</p> <p>All work is to be done in a workmanlike manner. Any damage is to be repaired, all debris is to be removed, and old units are to be turned over to Jefferson Parish for surplus.</p> <p>Warranty: To include one year parts and labor from contractor, manufacturer's warranty of five (5) years on compresor, 10 years on heat exchanger and any other implied warranties.</p>		

For good cause and as consideration for executing this contract,

\_\_\_\_\_, acting herein by and through  
COMPANY NAME

\_\_\_\_\_, its \_\_\_\_\_  
INDIVIDUAL'S NAME TITLE OF INDIVIDUAL'S POSITION

and duly authorized agent, hereby conveys, sells, assigns and transfers to the Parish of Jefferson or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular goods or services purchased or acquired by the Parish of Jefferson.

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED. THAT \_\_\_\_\_, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL  
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF  
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT  
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE  
ABOVE DATED MEETING OF THE BOARD  
OF DIRECTORS OF SAID CORPORATION,  
AND THE SAME HAS NOT BEEN  
REVOKED OR RESCINDED.

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**

# A F F I D A V I T

STATE OF LOUISIANA  
PARISH OF JEFFERSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND  
APPEARED \_\_\_\_\_, WHO AFTER  
BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY  
AUTHORIZED \_\_\_\_\_ OF \_\_\_\_\_  
(HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A  
BID FOR \_\_\_\_\_  
WHICH BID WAS RECEIVED BY JEFFERSON PARISH ON \_\_\_\_\_  
AND SAID AFFIANT FURTHER SAID:

- 1) That bidder employed no person, corporation, firm, association or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
- 2) That no part of the contract price received by bidder was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
- 3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
- 4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
- 5) Said bidder is not intended to secure an unfair advantage of benefit from the Parish of Jefferson or in favor of any person interested in the proposed contract.
- 6) All statements contained in said bid are true and correct.
- 7) Neither affiant nor any member of his company has divulged information regarding said bid or any data relative thereto to any other person, firm or corporation.

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

## **INSURANCE REQUIREMENTS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 95466 dated 01/23/02

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 95466.

### **WORKER'S COMPENSATION INSURANCE**

Coverage equal to the requirements of the State of Louisiana and including Employer's Liability Coverage, Section B, coverage in an amount not less than \$1,000,000.00 to cover all employees not covered under the State Worker's Compensation Act.

### **COMBINED SINGLE LIMITS**

Shall provide limits not less than the following: \$1,000,000.00

### **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

### **CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:**

#### **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability.

#### **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

#### **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible be borne by the contractor.

#### **UMBRELLA LIABILITY COVERAGE**

An umbrella policy or excess may be used to meet minimum requirements.